

REQUEST FOR OFFICIAL TRANSCRIPT OF RECORD

OFFICE OF THE REGISTRAR

CAMPBELL UNIVERSITY

P.O. BOX 367 — BUIES CREEK, NORTH CAROLINA 27506

Please print plainly

NAME _____		
STREET _____		
CITY _____	STATE _____	ZIP CODE _____

Social Security Number _____

Date of Birth _____ / _____ / _____

Former Surname(s) _____

Phone No. _____

INSTRUCTIONS (check one only)

___ **SEND** transcript(s) immediately
(normal processing time is 5 working days)

___ **HOLD** for Fall term grades

___ **HOLD** for Fall term I grades

___ **HOLD** for Fall term II grades

___ **HOLD** for Spring term grades

___ **HOLD** for Spring term I grade

___ **HOLD** for Spring term II grades

___ **HOLD** for Summer term grades

___ **HOLD** until degree conferred (circle one) May Dec. Aug.

Additional Instructions:

Visa or MC only _____

Credit Card Name _____

Card No. _____

Expiration Date _____

V code (is on the back of your card) _____

Please Main Campus Fort Bragg Campus Pope Air Force Base Campus

Check One Camp Lejeune Campus Raleigh Campus Goldsboro Campus

Student's Signature: _____
(Required for Release)

Today's Date _____

SEND TRANSCRIPT(S) TO:

Please print plainly

Are you currently enrolled at Campbell University?

Yes No

If not when did you last attend _____

or graduate _____

Number of Transcripts Requested _____

PLEASE NOTE

1. Please use a separate form for each mailing address.
2. Regular Service \$5.00 per copy
3. The applicant is responsible for any mailing charges in excess of regular first class mail; for example: courier service, FAX, priority post (call for applicable charges).
4. Official transcripts will be sent directly to other universities, business organizations, etc. **A student may receive only an "issued to student" transcript.**
5. A transcript will not be issued if any university account is outstanding.

BUSINESS OFFICE USE ONLY

Approved _____

Unofficial Copy Only _____

Denied _____

Signature _____

6. Student records are confidential and transcripts are issued only on the written request of the student.

7. Transcripts are prepared in the order in which

Note: If your transcript request is denied by the business office, this form becomes null and void after ninety days and you will be required to file a new request to obtain a transcript.

Date Mailed _____

In accordance with the Family Rights and Privacy Act of 1974 it is the express condition of this institution that the enclosed transcript not be released to any party other than yourself without the written consent of the student.

LENGTH OF YEAR: The year consists of two regular semesters of approximately eighteen weeks and a summer session which is divided into two terms of approximately six weeks each. One (1) semester credit is the value of each lecture hour or two to three laboratory hours per week per semester or the equivalent.

A student is in good standing unless otherwise noted on the transcript. Disciplinary penalties are shown only when these are in effect at the time a transcript is issued.

This transcript is official only if it includes an original raised seal.

GRADING SYSTEMS

UNDERGRADUATES

A	SUPERIOR	4	G.P. PER SEM. HR.
B	ABOVE AVERAGE	3	G.P.
C	AVERAGE	2	G.P.
D	BELOW AVERAGE	1	G.P.
I	INCOMPLETE		
WP	WITHDREW PASSING		
WF	WITHDREW FAILING		
F	FAILURE		

THE GRADE POINT AVERAGE IS DETERMINED BY DIVIDING THE SUM OF THE QUALITY POINTS BY THE SUM OF THE HOURS ATTEMPTED..